

MEMORANDUM

This is an initial suggestion for operations pertaining to the establishment of a Training facility to provide for individuals, largely of the career group, whose papers are being processed but who have not yet been given regular employment clearance by the Security Office. Your comments will be appreciated.

1. The use of space in an unrestricted building,- relatively quiet.
 - a. An office for an officer-in-charge and a good secretary
 - b. A room to be equipped as a library. May also be used for discussion meetings. Should accommodate twenty-five people.
 - c. A seminar room that will comfortably accommodate twenty-five people.
2. Whenever possible, the candidate will be advised to continue on his current job until he has been given regular employment security clearance.
3. Name check clearance to be secured from Security Office before any training begins.
4. Each candidate to fill out complete statement regarding education and experience to indicate -
 - a. Aptitudes for intelligence work
 - b. Interests in the field of intelligence
 - c. Gaps in background with reference to a possible career in intelligence
5. Each candidate to take a battery of tests recommended by the Assessment Unit,- intelligence, personality, reading, writing, etc.
6. Each candidate to be interviewed by a panel of not less than three interviewers to further evaluate his aptitudes and needs. This might well be arranged as an informal lunch.
7. Candidate to be given in writing an initial assignment of work to be done:
 - a. Schedule
 - b. Courses or lectures to take
 - c. Language training
 - d. Reading
 - e. Reports,- subjects, form, length, when due
 - f. Seminar meetings
 - g. Further interviews
 - h. Suggested social or recreational activities

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Colonel Baird

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8. Candidate to be given assistance in securing living accommodations that will be desirable and profitable.
9. Candidate to be given careful security indoctrination appropriate to his stage of employment in the Agency.

IT WILL BE HELPFUL TO HAVE CRITICISM AND SUGGESTIONS ON THIS
BY TUESDAY, 6 MARCH.

Carbon Copies to:

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